

**CONSTITUTION FOR
Hillel: The Jewish Student Center,
Student Group at the University of Minnesota**

ARTICLE I – NAME AND PURPOSE

Section 1 – Name: The name of the organization shall be Hillel: The Jewish Student Center.

Section 2 – Purpose: Hillel: The Jewish Student Center is organized to provide unique social, cultural, educational, social action and Israel related programs and opportunities for Jewish students at the University of Minnesota and the surrounding community, as well as provide educational opportunities about Judaism and Israel for the non-Jewish population.

Section 3 – Student Group Registration: Hillel: The Jewish Student Center shall be a registered student group as defined by the Student Activities Office of the University of Minnesota and shall comply to all University policies and procedures as well as local, state, and federal laws and regulations.

Section 4 – Non-profit: Hillel is a non-profit organization. Hillel may conduct programs that bring in revenue that exceed its expenses but no individual will profit as a result of the revenue generated.

ARTICLE II – MEMBERSHIP

Section 1 – Eligibility for Voting Membership: Application for voting membership shall be open to any full-time and current undergraduate, graduate, or professional student of a Minnesota higher education institution who supports the purpose statement in Article 1, Section 2. Membership is granted after attendance at one previous student planning meeting within the past twelve months.

Section 2 – Rights of Members: Each member shall be eligible to vote at Hillel Student Group student planning meetings and in elections. They shall also have the right to make known their ideas and opinions regarding past, present, and future Hillel events.

Section 3 – Resignation and Termination: Any voting member may resign by filing a written statement with the President of the Hillel student board as well as with the Executive Director of Hillel. Voting membership may be terminated only in extreme cases and only by a unanimous vote of remaining voting members.

ARTICLE III – BOARD MEETINGS

Section 1 – Student Planning Meetings: Student planning meetings of the members shall be held approximately every other week during the school year, at a time and place to be designated by the President. All meetings shall be free and open to the public.

Section 2 – Annual Election Meetings: An annual election shall be held every year in the spring semester at a time to be designated by the President in order to elect and re-elect officers and ambassadors.

Section 3 – Special Meetings: Special meetings may be called by the President in the event that a vote is needed between regular meetings. The student board may hold special meetings closed to the public when the majority of student board members see fit.

Section 4 – Special Elections: In the event of a vacancy a special election may be held at a regularly scheduled student planning meeting. The President is required to notify eligible candidates of the vacancy one week prior to these elections.

Section 5 – Notice of Meetings: E-mail notice of each meeting shall be given to each voting before each meeting in the weekly email.

Section 6 – Quorum: A Quorum consists of ten (10) voting members.

Section 7 - Voting: All issues to be voted on shall be decided by a simple majority of those present at a meeting where a vote takes place. Discussion of the issue at hand can and should take place prior to voting.

Section 8 – Emergency Voting Procedure: In the event that an issue comes up that must be decided prior to the next student planning meeting the President shall hold a vote of elected officers and ambassadors via e-mail or personal contact. All of these emergency votes must be presented at the following student planning meeting.

ARTICLE IV – THE STUDENT BOARD: OFFICERS AND AMBASSADORS

Section 1 – Notification of Elections: Eligible voters shall be notified of elections four weeks prior to the event.

Section 2 – Notification of Absentee Ballots: Applications for absentee ballots will be available on-line and at Hillel at least four weeks prior to the election. Any student wishing to request an absentee ballot must submit an application in person to a Hillel staff by 5pm at least two weeks prior to the election.

Section 3 – Eligibility for Student Board Officers: Eligibility for student board officers shall be open to any current undergraduate voting member. A statement of intent to run must be submitted to the President one week prior to elections. Candidates may declare for multiple positions. Declarations are public knowledge. Any declared candidate must provide a maximum of two pages of information – photo optional- for the absentee packet by the Friday before elections to a Hillel staff member. If no information is provided, only the name and designated position will be listed on the absentee ballot.

Section 4 – Eligibility for Ambassadors: Eligibility for student board ambassadors shall be open to any current undergraduate voting member. Student ambassador applications are due at the start of elections.

Section 5 – Eligibility for First-Year Representative: Eligibility for First-Year Representative shall be open to any current undergraduate first-year student. First-Year Representative applications are due at a time deemed most appropriate by the President.

Section 6 – Terms and Transitions: The current student board will serve through the end of the school year for which they were elected. Training of the newly elected student board shall commence at the

next student board meeting. Newly elected student board members shall assume their full responsibilities upon completion of the spring semester.

Section 7– Training: Student board members shall participate in board training before the end of the current school year. These trainings will be focused on organization for the following year. There will be four training sessions. Only one will be led by the Advisors, and three will be led by the outgoing and newly elected presidents.

Section 8: Election Procedures: Elections will be held for the officer positions of President, Vice President, and Treasurer (in that order). Candidates are only permitted to run for previously declared positions. Each candidate shall have two minutes to speak on his or her behalf. Opposing candidates must not be present during opponents' speeches and may not vote in their own contests.

After each speech there shall be a pro-con-pro session mediated by the President without the candidates present. A pro-con-pro session needs to be started with a pro about the candidates' qualifications. A con cannot be given without a pro and the session must end with a pro. There is a maximum of four pros and three cons.

The vote will be done by secret ballot and counted by the advisor and President. There are three voting options: a vote for a candidate, an abstention, or a no vote. A no vote means that one is voting for no candidate. A no vote can be the majority. An abstention vote will go to the majority. All candidates shall be elected by a simple majority. If a simple majority is not reached, there shall be a runoff election between the top two candidates from the previous election. The president is unable to vote unless there is a tie, in which case the president will cast a secret vote for the candidate they feel is most qualified for the position. This vote shall not be announced and remain confidential. Eight Ambassadors and the First-Year Representative will be chosen by a five person committee. This committee will include one non-voting advisor, the immediate past president and vice-president, and the newly elected president and vice-president. Each ambassador applicant must gain a simple majority vote of the student members present in the committee to be elected to the student board. If a designated member of said committee is applying to be an ambassador, their spot on the said committee is forfeited. The past president and the newly elected president have the responsibility to fill all vacancies on said committee with a current member of the student board. Ambassador applications and names of applicants shall only be known to the said committee

Section 9 – Absentee Voting: Absentee voting will take place in person at Hillel during regular Hillel hours beginning the Monday of the week of elections and ending one hour prior to the scheduled meeting and elections.

Section 9 – Election Confidentiality: All events that take place in the voting room shall remain confidential. This includes but is not limited to pro-con-pro sessions and in the event of a runoff.

Section 10 – Runoff Elections: In the case of a run-off election, absentee ballots will be recast for the same candidates unless a designated candidate is no longer in the running. In that instance, those ballots will be thrown out.

Section 11 – Resignation and Termination: Any student board member may resign by submitting a written statement to the Student President of Hillel and the Executive Director of Hillel. Board position may be terminated upon submittance of resignation letter or extreme negligence to complete one's duties. In cases of extreme negligence, one warning must be given by the President or Staff Advisor prior to any disciplinary actions which includes, but is not limited to, termination.

Section 12– Vacancies: In the case of a pre-determined vacancy of an officer position a special election must be held to replace the leaving officer. Special elections must be held at a student planning meeting. All members must be notified at least one week prior to a special election. In the case of an unexpected officer vacancy, the President or Vice-President (in the case of the President's position being vacant) will delegate the responsibilities temporarily to whoever is deemed fit until the position is filled by special election. In cases of ambassador vacancies, the position may or may not be filled at the President's discretion.

ARTICLE V – OFFICERS AND DUTIES

Section 1 – Officers: There shall be three officers of the student board consisting of a President, Vice-President, and Treasurer. There shall also be up to eight Hillel Ambassadors and one First-Year Representative. One of the Ambassadors will serve as the BLU Crew liaison and at least one Ambassador will serve as a Jewish Culture Month Chair and one as an Israel representative on campus.

Section 2- The President: The president is a non-voting member of the student board and shall convene and preside over student board meetings and student planning meetings with a prepared agenda. The President shall give notice of student planning meetings to the voting membership in advance. The President shall meet regularly with a Hillel advisor and attend Hillel Advisory Board Meetings. The President shall serve as a liaison to the Student Union and Activities office and the community at large. The President's signature is required on the student board bank account, and the President is one of two people who can sign checks. The President shall re-file our Student Group status with the University annually and be an active participant in the Student Service Fees application process. The President shall annually review the constitution.

Section 3 - The Vice President: The Vice-President shall aid the President in completion of the President's duties as the board and advisors see fit. The Vice-President shall be responsible for taking minutes at all meetings and distributing them to the necessary parties. The Vice-President shall be the person ambassadors must contact when unable to attend specified events, which shall be relayed to the President. The Vice-President shall oversee the scheduling of events, along with the planning of student ambassador events.

Section 4 – The Treasurer: The Treasurer shall make a detailed report of the student board finances at each student board meeting, oversee the preparation of the budget, complete the Student Service Fees application process with the help of a committee after budget approval by the student board, and make University Community grant information and budget information available to the board and the public. The Treasurer is one of two people responsible for writing and signing checks. The Treasurer is responsible for keeping a balanced budget. The treasurer shall work with all students responsible for programming to create working guidelines to operate within the awarded student service fees budget.

Section 5 –The Hillel Ambassadors: The duties of Hillel Ambassadors include, but are not limited to the following statements:

- A) Planning at least one program per semester with a programming committee consisting of mostly non-board members. They will oversee that programming committee and all aspects of their programs. These programs will encompass all facets of programming mentioned in the Hillel Student Purpose Statement.
- B) Attending all student board meetings and all student planning meetings to the best of their ability. They are responsible for notifying the Vice President if unable to attend.

- C) Serving as “Ambassadors” at all Hillel events and helping to foster a warm and welcoming atmosphere so that all peoples feel comfortable and accepted.
- D) Serving on at least one Jewish Culture Month programming committee and actively promoting all Jewish Culture Month events.

Section 6 – The First- Year Representative: The First-Year Representative is a non-voting member of the student board. This representative will serve a liaison between the first-year students and the student board, giving input detailing the needs and interests of the first-year student population.

ARTICLE VI – COMMITTEES

Section 1 - Committees: Committees may be formed for the purpose of planning events and programs not associated with the student board. All committees shall be overseen by a chair. The chair will communicate with the Treasurer, the staff, and all involved parties to ensure that all programs are effective, well-planned and within pre-existing budgets.

Section 2 – Committees and the Student Board: While all student board members are strongly encouraged to participate on these committees, they are by no means required to serve on said committees. Student Board members are required to assist with reserving University of Minnesota spaces for said committees.

ARTICLE VII – AMENDMENTS

Section 1 – Amendments: The President shall review the constitution annually to make sure that it remains current and propose any amendments necessary for correction. This constitution may be amended when necessary by a two-thirds majority of present voting members.

ARTICLE VIII – RATIFICATION

Section 1 – Ratification: Ratification of the constitution shall occur at a Hillel student planning meeting and must be passed by a two-third majority of present voting members. If a two-thirds majority fails to ratify the entire constitution, a two-thirds majority may pass each article individually.

ARTICLE IX – DISSOLUTION

Section 1 – Dissolution: If Hillel at the University of Minnesota is dissolved, all funds that were received from the University are to be returned to the University department that sponsored this organization. All remaining funds are to be transferred to Hillel National.

DATE RATIFIED: March 3, 2011

SIGNATURES: _____

Mariya Leyderman, Erez Rosenberg, Zach Stern, Rachel Pollack, Marc Golob, Ariel Biel, Mike Blyakher, Angela Ugorets, Sara Gottlieb, Brad Bornstein, Becca Steck.